



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday June 6, 2018

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

### REGULAR MEETING 7:00 P.M.

#### A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By President Graves.
2. Pledge of Allegiance – Led by President Graves.
3. Roll Call – All Present.

#### B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

Public Comment Regarding:

- Financial Audited Statements related to Prop 218 compliance.

#### C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for May 16, 2018.
2. Approve DRAFT minutes of special Budget meeting for May 22, 2018.
3. Approve Register of District Invoices.
4. Approve Resolution No. 2018-06 Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2018/19.

Motion by: Director Pease to approve the Consent Calendar.

Second by: Director Leete.

Public Comment Regarding:

- Dollar amount for Veolia Water.

Vote: Motion Carried – AYES: 5, NOES: 0

#### D. AREA AGENCIES REPORTS / PRESENTATION

1. Supervisor Diane Burgis, District III Report – Deputy Chief of Staff Lea Castleberry provided an update regarding the East Contra Costa Fire Protection District (ECCFPD) Town Hall in Discovery Bay (June 19, 2018 beginning at 6:00 p.m.), road safety improvements, E-Bart open, construction delays. There was discussion regarding Vasco improvements.

Public Comment Regarding:

- Letter sent regarding the P6 meetings.
2. Sheriff's Office Report – Crime Prevention Specialist Fontenot – Provided the details of the Sheriff Report regarding the reported activity for May 2018. There was discussion regarding scam caller ID, shopping center security, and license plate readers.
  3. CHP Report – No report.

#### E. LIAISON REPORTS

None

**F. BUSINESS AND ACTION ITEMS**

**1. Discussion and Possible Action regarding the Annual Review of Board Policies.**

General Manager Davies – Provided the details of the existing Board Policies; important requirements for the continuation of the Special District Leadership Foundation District of Distinction Recognition. There was discussion regarding the review of policies; new policies under development (initial review) will be presented to the related committee. The consensus of the Board is that the existing Board Policies have been reviewed and are found to be sufficient.

**2. Discussion and Possible Action to Acquire the Sanitation Facilities at the Harbor Bay Condominiums Tract No. 6274.**

President Graves – Turned the meeting over to Vice-President Mayer due to conflict of interest.

General Manager Davies – Provided the background of acquiring the Sanitation Facilities at the Harbor Bay Condominiums Tract No. 6274. Tract No. 6274 is not under Town ownership due to administrative oversight by the County. There was discussion regarding the maintenance of the parcels within Harbor Bay Condominiums.

Public Comment Regarding:

- Harbor Bay Homeowners properly charged in their property taxes (sewer) and will there be a cost (possibly legal fees of the transfer).
- Harbor Bay Homeowners HOA has scoped each manhole, pipes and have the reports available to the Town - President Graves speaking as a homeowner in the Harbor Bay Condominium Association.

Motion by: Director Steele to direct staff to investigate and report back to the Board the conditions and circumstances related to acquiring the ownership rights and maintenance responsibility of the sanitation facilities at Harbor Bay Condominiums Tract 6274 (aka, Lot 3).

Second by: Director Pease

Vote: Motion Carried – AYES: 4 – Vice-President Mayer, Director Leete, Director Pease, Director Steele, NOES: 0, ABSTAIN: 1 – President Graves.

**3. Discussion and Possible Action regarding the Fiscal Year 2018-19 Preliminary DRAFT Operating, Capital and Revenue Budgets.**

Finance Manager Breitstein – Provided the details of the Fiscal Year 2018-19 Preliminary DRAFT Operating, Capital and Revenue Budgets related to changes requested by the Board from the May 22, 2018 Special Budget meeting.

Public Comment Regarding:

- Dollar amounts in the DRAFT budget, reserve funds, and the Community Center pool repair.

Staff is moving forward with the preparation of the final Budget for the June 20, 2018 Board meeting. The Board thanked the Finance Manager and Staff for the work involved in the preparation of the DRAFT Budget.

**4. Discussion and Possible Action regarding the call for Vote for Special District Representative to the County Wide Redevelopment Agency.**

General Manager Davies – Provided the details of the vote for the Special District Representative to the County Wide Redevelopment Agency; Staff recommends voting for Susan Morgan with Ironhouse Sanitary District.

Motion by: Director Pease to recommend Board President Graves be directed to cast a vote for candidate Susan Morgan as Special District Representative to the County Wide Redevelopment Agency; and direct staff to forward the signed ballot to the Contra Costa LAFCO office no later than June 30, 2018.

Second by: Director Leete

Vote: Motion Carried – AYES: 5, NOES: 0

**G. MANAGER'S REPORT**

Water and Wastewater Manager Koehne – Provided the details of the Hazardous Waste Event, Saturday, June 16, 2018 and the water reduction report for the month of May is 35%.

Recreation Programs Supervisor Kaiser – Provided details regarding a successful Summer Jam and a video of a Monarch Butterfly at the Monarch Butterfly Waystation.

**H. DIRECTORS' REPORTS**

**1. Standing Committee Reports**

Director Steele – Commented on the Summer Jam Event; very well organized.

Vice-President Mayer – Provided the details of the June 4, 2018 ECCFPD meeting.

**2. Other Reportable Items**

**I. GENERAL MANAGER'S REPORT**

General Manager Davies – Provided details regarding the 20<sup>th</sup> Anniversary on June 23, 2018, and updated the Board that the 1<sup>st</sup> meeting in July (July 4<sup>th</sup>) will be cancelled due to Holiday.

**J. CORRESPONDENCE RECEIVED**

1. Received from the Byron Municipal Advisory Council DRAFT meeting minutes from March 28, 2018.

**K. FUTURE AGENDA ITEMS**

The regular meeting adjourned at 7:45 p.m. to the Closed Session.

**L. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA**

(Government Code Section 54957.7)

Legal Counsel Streeter – The Board is now adjourning into closed session regarding item M-1.

**M. CLOSED SESSION:**

1. Conference with Legal Counsel—Anticipated Litigation Pursuant to Government Code Section 54956.9(b)  
One Potential Case

**N. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**

(Government Code Section 54957.1)

Legal Counsel Streeter – Reporting from Closed Session on item M-1 and there is no reportable action.

**O. ADJOURNMENT**

1. The meeting adjourned at 7:50 p.m. to the next regular meeting of June 20, 2018 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 06-07-18

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